

Specification No. DB-1001
Issue Date: 31 August 1966

CONTRACTUAL DOCUMENTATION TO BE SUPPLIED BY CONTRACTORS

1. SCOPE

- 1.1 This Specification covers the contractual documentation to be supplied by contractors in the performance of Research and Development contracts.

2. REQUIREMENTS

- 2.1 General - In order to maintain proper control the progress and funding of Research and Development contracts, it is necessary that certain orderly reporting be accomplished by the Contractor on a regularly scheduled basis.

2.1.1 All documentation submitted by the Contractor shall bear the control number assigned by the Contracting Officer's Technical Representative. This control number shall appear on all correspondence, reports, etc., submitted by the contractor under the contract.

- 2.2 Types of Reports - The following types of reports shall be submitted by the contractor. Specific reports shall include, but not necessarily be limited to, the designated information.

2.2.1 Monthly - A monthly report shall be prepared as of the last working day of each calendar month. The first monthly report shall be prepared as of the last working day of the first full calendar month subsequent to the date of contract. Monthly reports shall be mailed so as to reach the consignee(s), stated in the contract, not later than the first business day after the fifteenth of the month following the reporting period. Each Monthly report shall provide the following, with negative reporting if applicable.

2.2.1.1 A statement of the activity on the project during the month and the percentage of work completed as of the reporting date.

- 2.2.1.2 A statement of the planned activity for the next month.
- 2.2.1.3 A statement of pending, unresolved technical problems.
- 2.2.1.4 A statement of pending, unresolved contractual problems.
- 2.2.1.5 A statement for the record, of agreements or understandings reached orally during the reporting period on technical matters not requiring the approval of the Contracting Officer.
- 2.2.1.6 A statement of any proposed change, agreement or understanding which requires the approval of the Contracting Officer. The contractor is cautioned not to proceed in a situation requiring the prior approval of the Contracting Officer until such approval has been obtained. In situations requiring correspondence with the Contracting Officer, a complimentary copy shall be forwarded, simultaneously, directly to the Contracting Officer's Technical Representative.
- 2.2.1.7 A statement of unanswered, unresolved matters, unanswered correspondence, etc., and whether delinquency is attributed to the contractor or to the Government.
- 2.2.1.8 Status of funds. The format shown in Enclosure 1 shall be used to report the status of funds. All applicable items shall be reported. If no expenditures or obligations have been incurred for a specific item, the word "None" shall be entered in the space assigned for the dollar amount.
- 2.2.2 Final Report - The final report shall be submitted to the Contracting Officer's Technical Representative on or before the thirtieth day following completion of the work under the contract. This report shall cover the entire design and/or development work accomplished during the period of performance and shall contain a section covering the work performed under each of the tasks set forth in the Work Statements. The report shall state concisely but completely the major problems encountered, the apparent cause of the problems, the problem solutions and an evaluation of the solutions based on actual application of the solutions.

2.2.3 Installation Engineering Data - Whenever hardware is a deliverable item under a contract the contractor shall provide the Installation Engineering Data requested on Enclosure 2. The Contracting Officer's Technical Representative shall provide the blank forms to the Contractor. Preliminary data shall be submitted to the Contracting Officer's Technical Representative at six months and again at three months prior to the delivery date of the equipment. Final data shall be submitted by the contractor not less than thirty days prior to the delivery of the equipment.

2.2.3.1 The outline drawing, submitted with the Installation Engineering Data form shall show:

- (a) the orientation of the equipment within the work area for normal equipment useage.
- (b) the exact location of all external connections.
- (c) the clearance required around the equipment for access to all removeable panels, doors, etc.
- (d) the location of mounting points and type of mounting required.

2.3. Delivery of Reports - All monthly reports and the final report shall be forwarded by the contractor to the Consignee(s) specified in the contract. The contractor shall forward each report in the number of copies specified in the contract.

2.3.1 The Installation Engineering Data form plus the outline drawing shall be forwarded to the Contracting Officer's Technical Representative.

Specification No. DB-1001

Statement of Funds as of 30 September 19XX (See Note 1)

EXPENDITURES

1. Labor:

a. Total paid as of 31 August 19XX	XX,XXX	
b. Paid during September 19XX	<u>X,XXX</u>	
c. Sub-total		XX,XXX

2. Material:

a. Total paid as of 31 August 19XX	X,XXX	
b. Paid during September 19XX	<u>XXX</u>	
c. Sub-total		X,XXX

3. Services (sub-contracts, etc.):

a. Total paid as of 31 August 19XX	X,XXX	
b. Paid during September 19XX	XXX	
c. Sub-total		<u>X,XXX</u>

4. Total expenditures as of 30 September 19XX		XX,XXX
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OBLIGATIONS AND ESTIMATES

5. Obligations:

a. Sub-contract W/ABC Co., amount not yet paid	X,XXX	
b. Sub-contract W/DEF Co., amount not yet paid	XXX	
c. Material ordered but not yet paid for	<u>XXX</u>	
Sub-total		X,XXX

6. Estimates of Future Expenditures:

a. Estimate of labor required	X,XXX	
b. Estimate of material required	XXX	
c. Proposed sub-contracts	<u>XXX</u>	
Sub-total		<u>X,XXX</u>
Total		XX,XXX

Specification No. DB-1001

NOTES:

1. All amounts shown above must include overhead, G&A, handling charges, fees, etc.

INSTALLATION ENGINEERING DATA

Date form completed _____

(See Remarks at end of form)

Tentative ☐ Valid until _____Final data ☐

I. INSTRUMENT

- A. Name of instrument: _____
- B. Manufacturer: _____
- C. Contract number: _____
- D. Delivery date: Tentative: _____ Final: _____

II. PHYSICAL FEATURES

- A. Sub-assemblies:
1. Number of sub-assemblies: _____
 2. Largest sub-assembly: Weight _____ lbs; _____" H x _____" W x _____" D
 3. Heaviest sub-assembly: Weight _____ lbs; _____" H x _____" W x _____" D
- B. Assembled instrument:
1. Number of major components: _____
 2. Largest component: Weight _____ lbs; _____" H x _____" W x _____" D
 3. Heaviest component: Weight _____ lbs; _____" H x _____" W x _____" D
 4. Total floor space required after assembly, including maintenance access space. _____ Ft. _____ In. High x _____ Ft. _____ In. Wide x _____ Ft. _____ In. Deep.
 5. Total weight of assembled instrument: _____ lbs.
- C. Type of base of mount: Flat _____; 3-point suspension _____; 4-point suspension _____
- D. Does the instrument have built-in mobility? Yes _____ No _____
- E. Is the instrument particularly sensitive to vibration? Yes _____ No _____
Will the instrument generate vibration? Yes _____ No _____
- F. Are any special or unusual tools or fixtures necessary or advisable for the installation of the maintenance of this instrument? Yes _____ No _____.
If "Yes," please describe: _____

III. UTILITIES

- A. Electrical:
- | | | |
|--|---|-----------------------------------|
| 1. Voltage | _____ Volts ^{AC} / _____ Volts | _____ Volts ^{DC} / _____ |
| 2. Current | _____ Amps/phase | _____ Amps |
| 3. Frequency | _____ cps | |
| 4. Nr. of phases | _____ Ph | |
| 5. Nr. of wires | _____ | |
| 6. Power required | _____ Watts | _____ Watts |
| 7. Power factor | _____ (Leading) (Lagging) | |
| 8. Type of outlet: | Two prong _____; three prong _____; Twist lock _____; Perm. _____ | |
| 9. Type of ground: | Building conduit _____; Direct earth ground _____. | |
| 10. Should the instrument be shielded, either from external electromagnetic signals or to prevent interference with other equipment? | Yes _____ No _____ | |
- If "Yes," to what extent? _____

B. Air conditioning:

- Desired environment: Room air temperature of ___ °F / ___ °F and relative humidity of ___ % / ___ %.
- Input Air: Is a direct connection necessary? Yes ___ No ___; Adviseable? Yes ___ No ___; If "Yes," what is the connector type and size? _____. Recommended input air temperature ___ °F / ___ °F. Relative humidity ___ % / ___ %. If input air must be filtered, what is the maximum particle size in microns? _____. What particle count? _____. / cu. ft.
- Output Air: Is a direct connection to the return air duct necessary? Yes ___ No _____. Adviseable? Yes ___ No _____. Connector type and size? _____. Output air temperature ___ °F / ___ °F. Relative humidity ___ % / ___ %. Output heat ___ BTU/Hr. Flow of ___ CFM. Is output air toxic? Yes ___ No ___; Noxious? Yes ___ No ____.

C. Plumbing:

- Is water required? Yes ___ No ___; Pressure ___ PSIG, flow ___ GPM.
- Type of water required:
Tap ___ °F / ___ °F Deionized ___ °F / ___ °F
Tempered ___ °F / ___ °F Filtered ___ °F / ___ °F
If filtered, give maximum permissible particle size in microns and the maximum permissible count. _____ microns _____ particles/cu. ft.
- Pipe required:
Galvanized _____ Copper _____ Size _____
Stainless Steel _____ Plastic _____ Type of connector _____
- Floor drain:
Diameter of drain _____ Galvanized drain? _____
Plastic drain? _____ Glass drain? _____
- Are any chemical solutions used in the device? Yes ___ No _____. If "Yes," state the nature of the solution(s), permissible temperature range, flow rate in appropriate units and the filtration necessary for each solution _____.
- Size of pipes and connectors _____.

D. Compressed air:

Is compressed air required? Yes ___ No _____. Water free? ___ Oil Free? ___
Type and size of connector? _____. Pressure ___ PSIG. Flow in CFM
Maximum ___, minimum ___, average _____.

E. Vacuum:

Is vacuum required? Yes ___ No _____. Pressure ___ PSIA or (inches of water) (millimeters of mercury). Displacement in CFM, maximum _____, minimum _____, average _____. Type and Size of connectors _____.

F. Peripheral Devices:

Will the instrument be connected to any peripheral devices such as a computer or data input or data output device? Yes ___ No _____. If "Yes," give, in detail, the nature of the connection to the peripheral device such as coaxial cable, multiple wire connector, etc.

IV. REMARKS

- Use additional sheets if more space is required for environmental conditions or utilities not mentioned above.
- Submit three typed copies of the completed form to the Technical Representative.

- C.. Attach three copies of a dimensioned outline drawing of each major component and of the completed assembly. Include the estimated weight of each major component and of the completed assembly. Indicate, on the outline drawing of the completed assembly, the space required for access to the instrument for maintenance.
- D. If a question does not apply to the instrument, insert "N/A" (Not Applicable) in the appropriate blank space.

Information provided by:

(Signature)

(Position or job title)